

## Staff Handbook

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### 5.3 Tuition Waiver

Saint Mary's College of California

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### 5.3 Tuition Waiver

Eligible employees can also receive tuition waiver to cover all or part of the cost of many classes offered to registered Saint Mary's College students. For more information see "Tuition Waiver" in the Benefits section, or check the HR website.

- Make sure that the employee completes an I9 and W4 in HR, required before the employee can get an employee ID number and an email account.
- Determine if the new employee has the tools and equipment for the job, including, as appropriate, a telephone extension, a computer, necessary software, a parking permit, access to GaelExpress and the Saint Mary's College website, and an email account.
- Confirm that the new employee has scheduled, and attends, both New Employee Orientation, the Benefits Orientation, Campus of Difference and any other required training .